

### **App. 3 (Internships) to Annex I (Educational and Historical Programs)**

The Army Heritage and Education Center offers several internship programs throughout the year. These internships are unpaid, for college credit only. The internships available for the 2006-2007 academic year is indicated below, with the number available.

#### **I. Visitor and Education Services**

##### **1. Oral History (Multiple)**

**Requirement:** Conduct 2 oral history interviews with veterans selected by AHEC staff in consultation with college faculty. Program includes detailed background research on the veteran and his/her unit and transcription of the interview.

**Support:** AHEC provides generic question list, research assistance, interview equipment (if necessary), appropriate documentation, and guidance for the student. AHEC will also assist in contacting the veteran.

**Product:** Student will produce a typewritten verbatim transcript of each interview. All tapes or electronic files, transcripts, and release paperwork must be turned in to AHEC to successfully complete the internship.

##### **2. Visitor Analysis and Survey Development (2)**

**Requirement:** Design 4 different types of Visitor Survey. Analyze visitors and educational events and design appropriate surveys for each event. Conduct surveys at three small or one large event and analyze data.

**Support:** AHEC provides historical data on events and previous surveys used and guidance on the data sought by the survey.

**Product:** Student will complete a survey and analysis tool for each type of event: lecture, educational program, large program, and casual visitor (each student selects 2). The tool must provide data in such a way as to facilitate easily quantifiable analysis.

##### **3. Army Heritage Trail Tour Development (1)**

**Requirement:** Design a walking tour of the Army Heritage Trail, incorporating all areas and exhibits.

**Support:** AHEC will provide assistance with data on exhibits, and will arrange to have the resulting trail guide printed.

**Product:** Student will produce a self-guided tour pamphlet suitable for publication, and a “walk book” for use by tour guides.

##### **4. Marketing – Historical Producers (1)**

**Requirement:** Develop a marketing plan for approaching producers of historical documentaries such as those used by the History Channel and PBS to entice them to use AHEC facilities.

**Support:** AHEC will provide information and contacts for events that have been filmed here recently, and background information on the types of events to be filmed.

**Product:** Student will produce a marketing plan and press kit which will be used to approach producers of documentaries and other similar cultural presentations. This plan should be flexible enough to be used for a variety of different events, including lectures, public events, and day-to-day business.

## **5. Marketing – Regional and National Media (1)**

**Requirement:** Develop a marketing plan for regional and national press outlets to entice them to use AHEC facilities.

**Support:** AHEC will provide information and contacts for events that have been completed here recently, and information on future events.

**Product:** Student will produce a marketing plan and press kit which will be used to approach regional and national media. This plan should be flexible enough to be used for a variety of different events, including lectures and public events.

## **6. Education – K-4 (1)**

**Requirement:** Develop age appropriate learning activities for elementary school visitors.

**Support:** AHEC will provide information on ongoing and future programs, and parameters for historical time periods to be addressed.

**Product:** Student will produce lesson plans for learning activities geared toward telling the Army story in the time periods indicated. Plans will include requirements for supplies and support materials, which AHEC will use to purchase the equipment. Lessons plans must conform to PA state standards.

## **7. Education – 5-8 (1)**

**Requirement:** Develop age appropriate learning activities for middle school visitors.

**Support:** AHEC will provide information on ongoing and future programs, and parameters for historical time periods to be addressed.

**Product:** Student will produce lesson plans for learning activities geared toward telling the Army story in the time periods indicated. Plans will include requirements for supplies and support materials, which AHEC will use to purchase the equipment. Lessons plans must conform to PA state standards.

## **8. Education – 9-12 (1)**

**Requirement:** Develop age appropriate learning activities for high school visitors.

**Support:** AHEC will provide information on ongoing and future programs, existing lesson plans, and parameters for historical time periods to be addressed.

**Product:** Student will produce lesson plans for learning activities geared toward telling the Army story in the time periods indicated. Plans will include requirements for supplies and support materials, which AHEC will use to purchase the equipment. Lessons plans must conform to PA state standards.

## **9. Historic Construction Techniques (1)**

**Requirement:** Construction of 18<sup>th</sup> century blacksmith shop using the tools and techniques common to the period. This involves learning about the tools and construction methods from the 18<sup>th</sup> century, and then using those techniques under the guidance of an instructor to build an exhibit.

**Support:** Tools are provided, and the student will work under the supervision of a nationally known historic preservation and construction specialist.

**Product:** Project summary and presentation to AHEC staff at the conclusion of the internship.

## **II. Acquisition and Conservation**

### **1. Object Conservation -- Stabilization**

**Requirement:** Stabilization of new accessions through surface cleaning the objects and stabilizing corrosion, as well as securing broken or unstable components. This involves learning about material stability and degradation processes, remedial conservation techniques, documentation and photography of objects.

**Support:** Tools and appropriate supervision by a professionally trained objects conservator.

**Product:** Project summary and presentation to AHEC staff at the conclusion of the internship.

### **2. Object Conservation – Re-housing**

**Requirement:** Rehousing objects using appropriate materials and support. The intern learns about techniques, materials and proper handling and storage of museum objects. Some objects require custom-made mounts to promote their shape during storage, such as leather saddles and a Vickers machine gun cart.

**Support:** Tools and appropriate supervision by a professionally trained objects conservator.

**Product:** Project summary and presentation to AHEC staff at the conclusion of the internship.

### **3. Object Conservation – Omar Bradley Collection**

**Requirement:** The Omar Bradley collection contains many metal objects requiring degreasing, corrosion reduction, and rehousing in special microchambers that control the relative humidity and pollution exposure of objects while in storage. The project embodies both stabilization and rehousing of collection materials.

**Support:** Tools and appropriate supervision by a professionally trained objects conservator.

**Product:** Project summary and presentation to AHEC staff at the conclusion of the internship.

### **4. Object Conservation -- Pests**

**Requirement:** Screening new accessions for pest issues, isolating affected materials, and using a pesticide-free low oxygen methods to remove insects from collection materials. This also involves monitoring of pest traps and pest identification, this process is called Integrated Pest Management (IPM) and is practiced in museums.

**Support:** Tools and appropriate supervision by a professionally trained objects conservator.

**Product:** Project summary and presentation to AHEC staff at the conclusion of the internship.

### **5. Object Conservation -- Plastics**

**Requirement:** Research on the history of plastics developed and used by the Army is required for a new cooperative venture with the Smithsonian Institution and other organizations seeking to identify best practices plastics preservation. The preservation of plastics and other modern materials is starting to be researched more in depth by conservation scientists, and the

Army collection has a wealth of plastic which are starting to deteriorate. The information gained will be used to support the Army's participation in this international effort.

**Support:** Tools and appropriate supervision by a professionally trained objects conservator.

**Product:** Project summary and presentation to AHEC staff at the conclusion of the internship.

#### **6. Paper Conservation -- Stabilization**

**Requirement:** Stabilization of new accessions through unframing, surface cleaning, rehousing as well as securing loose or failing components. This involves learning about material stability and degradation processes, remedial conservation techniques, documentation and photography of objects.

**Support:** Tools and appropriate supervision by a professionally trained paper conservator.

**Product:** Project summary and presentation to AHEC staff at the conclusion of the internship.

#### **7. Paper Conservation – Survey, Library and Archival Materials**

**Requirement:** Working with the paper conservator, assess the chemical and physical condition of collections stored in Ridgeway Hall.

**Support:** Terms, ratings and methodology will be explained, and followed with a professionally trained paper conservator.

**Product:** Production of a working document for the long-range planning of the AHEC Conservation Program.

#### **8. Paper Conservation – Photograph Re-housing**

**Requirement:** Rehousing objects using appropriate materials and support. The intern learns about techniques, materials and proper handling and storage of photographs.

**Support:** Tools and appropriate supervision by a professionally trained objects conservator.

**Product:** Project summary and presentation to AHEC staff at the conclusion of the internship.

#### **9. Paper Conservation – Book Project**

**Requirement:** Rehousing objects using appropriate materials and support. The intern learns about techniques, materials and proper handling and storage of photographs.

**Support:** Tools and appropriate supervision by a professionally trained objects conservator.

**Product:** Project summary and presentation to AHEC staff at the conclusion of the internship.

### **III. Army Heritage Center Foundation.**

The Army Heritage Center Foundation also provides paid internships, when funded. The Foundation recruits part-time student interns/externs for periods of one or more semesters during the academic year or during the summer. Students entering their junior or senior years in an

accredited undergraduate program or students in an accredited graduate degree program should apply the semester prior to the intended internship. Excellent research, writing, and computer skills are required for many of the internships offered.

Compensation for interns depends on the availability of funding. Expenses related to approved projects will be reimbursed. There are currently no paid internships available, but those offered in the past are as follows:

To apply, students are required to submit a letter of interest, resume, faculty advisor's letter of recommendation and, for some positions, two writing samples (papers completed for course requirements are acceptable). Please call or email to confirm application materials.

### **1. Development Office**

**Requirement:** Assist Foundation's Development Officer in campaign to raise awareness and funds for the Army Heritage and Education Center in Carlisle. The position requires excellent writing and verbal skills. Research experienced is desired. Experience with museums and/or other non-profits is beneficial.

**Support:** Dependent upon funding availability. Intern will have full use of historical reference materials at AHEC, and will be supervised by a Foundation employee.

**Product:** The intern will assist in preparation of newsletters and other communications to local and national constituents of the Foundation.

### **2. Business Plan Developer**

**Requirement:** The Army Heritage Center Foundation plans to open a museum in 2009 that will exhibit Army artifacts. The museum will be between 30-50,000 square feet; admission will be free. A museum shop will provide revenue to support the museum.

**Support:** Dependent upon funding availability. Intern will have full use of historical reference materials at AHEC, and will be supervised by a Foundation employee.

**Product:** This project requires the development of a business plan for the operation of the museum shop as an integral part of the museum. Items to be considered in the business plan include: a mission statement and business goals; the pros and cons of staffing the shop with Foundation employees versus outsourcing/contracting the operation of the shop; a market analysis to determine target audience, competitors, and potential for growth; the development and selection of merchandise; the identification of suppliers for merchandise; the adherence to local, state, and federal laws that specifically apply to a not-for-profit foundation; and the determination of initial investment capital needed.

### **3. Education Research Intern:**

**Requirement:** Conduct research on various historical topics in support of Foundation educational programs and initiatives.

**Support:** Dependent upon funding availability. Intern will have full use of historical reference materials at AHEC, and will be supervised by a Foundation employee.

**Product:** The products vary according to current Foundation requirements, but typically will be as follows:

-Identify resources at the Military History Institute and the Army Heritage Museum to portray the biographies, events, and themes the Foundation in support of the Army Heritage and Education Center is developing.

-Evaluate resources, create glossaries, and identify related photos, artifacts, and maps in relation to the above.

-Compile bibliographies of primary and secondary sources using the Chicago Manual of Style.

-Draft short articles on research topics as directed. Assist in the planning of teachers' workshops and seminars.

-Develop lesson plans in relation to the resources already developed or those in production.

-Assist in the placement of materials supplementary to current educational products on the website.

#### **4. Journalism**

**Requirement:** Conduct research on various historical topics in support of Foundation educational programs and initiatives.

**Support:** Dependent upon funding availability. Intern will have full use of historical reference materials at AHEC, and will be supervised by a Foundation employee.

**Product:** Research and prepare an article for publication in a national magazine for collectors of militaria. The focus of the article would be material(s) from the collection of the Army Heritage and Education Center.

#### **5. Marketing/Public Relations**

**Requirement:** Assisting in the development of marketing program to support Foundation and AHEC activities.

**Support:** Dependent upon funding availability. Intern will have full use of historical reference materials at AHEC, and will be supervised by a Foundation employee.

**Product:** Products will vary according to Foundation requirements, will generally to conform to the following:

-Assist in organizing, planning, and promoting living history events and receptions held at the Army Heritage and Education Center.

-Help develop, design, and distribute marketing materials. (Brochures, Displays, Advertisements)

#### **6. Computer Science Intern:**

**Requirement:** Assist with operation and maintenance of the Foundation computers and website.

**Support:** Dependent upon funding availability. Intern will be supervised by a Foundation employee.

**Product:** Interns will assist in the maintenance and development of the Foundation website; design and implement website pages for online memberships, donations, and merchandise purchases, work with Foundation staff to select new software and combine and update various databases, and assist with routine maintenance of Foundation computer system.